



**DEFENSE LOGISTICS AGENCY**  
**THE DEFENSE CONTRACT MANAGEMENT COMMAND**  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221

JAN 16 1997

IN REPLY  
REFER TO

DCMC-OHC

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS  
COMMANDERS, DCMC CONTRACT ADMINISTRATION  
OFFICES**

**SUBJECT: DCMC Policy Memorandum No. 97-11, New DCMC Overhead Center Charter  
and Reorganization (POLICY)**

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All DCMC employees.

This charter has been created for the new DCMC Overhead Center (DCMC-OHC), effective with the publication of General Order 1-97, January 8, 1997 (attached).

The new DCMC-OHC organization will leverage all available DCMC overhead resources and focus their expertise to resolve overhead issues Command-wide to serve you, the Commanders in the field. To that end, the following changes to the original Overhead Center of Excellence organization and charter (September 20, 1994) are now in effect:

- a. The Overhead Center Of Excellence (AQOK) is disestablished. Mr. Frank Wojtaszek will remain on the Headquarters' staff as the Overhead Process Champion and will reside within the Contract Payment and Business Practices Team (AQOC). AQOC will be the Command focal point for overhead policy formulation/resolution and will serve as DCMC's office of primary responsibility for coordinating overhead issues within the Office of Secretary of Defense. AQOC will also be responsible for Cost Accounting Standards policy.
- b. The former Overhead Center of Excellence is redesignated as the DCMC Overhead Center (DCMC-OHC). DCMC-OHC is a field organization located at Ft Belvoir, VA. Lt Col Mike Falvey is the new DCMC-OHC Team Chief. He will report to the AQOC Team Chief, and will coordinate overhead tasking through that office.
- c. The Defense Corporate Executives (DCEs) will form the core of DCMC-OHC's field expertise. They will report directly to the DCMC-OHC Team Chief for policy guidance, operational direction, and performance appraisals. The DCEs will continue to receive all administrative support from their respective Districts under existing arrangements. The DCEs will also continue to receive legal support from District Counsel.

d. Contractor Insurance/Pension Review (CIPR) Team Chiefs will also report directly to the DCMC-OHC Team Chief for guidance, operational support, and performance appraisals. CIPR Team Chiefs will receive all administrative and manpower/personnel support from their respective Districts.

e. All DCMC Contract Administration Contracting Officers (CACOs), Divisional Administrative Contracting Officers (DACOs), and Cost Monitors will form the reservoir of DCMC-OHC augmentee support and, therefore, are tasked to support DCMC-OHC requirements as a collateral duty for up to 25 percent of their time. Augmentee support, when required, will be coordinated through local Commanders.

f. The major tasks for the DCMC-OHC will include:

(1) Mastering the overhead process to resolve issues and reduce the overhead backlog throughout the Command.

(2) Placing new emphasis on Forward Pricing Rate Agreements (FPRAs), proposals, and recommendations to improve the effectiveness of the entire FPRA process.

(3) Finding the causes and applying the expertise to reduce the backlog of Cost Accounting Standard issues.

(4) Providing hands-on consulting support to the Administrative Contracting Officer (ACO) community for the effective management of merger and acquisition actions.

(5) Addressing and resolving pension and insurance issues.

(6) Establishing and maintaining a Command-wide Overhead hotline to provide timely and accurate guidance, support, and overhead issue resolution to field personnel.

(7) Educating the Command on overhead issues, actions, and solutions.

(8) Research of precedent-setting issues and supporting the Headquarters' Overhead Process Champion.

(9) Supporting DCMC National Board of Review requirements.

(10) Supporting DCMC "Should Cost/Special Cost" reviews.

The new organization and focus of DCMC-OHC will serve the Command well. It leverages all of our resources and expertise and is designed to meet your needs in the field. Questions and suggestions, as well as requests for support from the new Overhead Center can be provided to the Team Chief at (703) 767-3395, or DCMC AQOC at (703) 767-7306 (DSN prefix 427).

A handwritten signature in black ink, appearing to read "Robert W. Drewes", with a long horizontal flourish extending to the right.

ROBERT W. DREWES  
Major General, USAF  
Commander

Attachment



**DEFENSE LOGISTICS AGENCY**  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT BELVOIR, VIRGINIA 22060-6221

CAI

**GENERAL ORDER**  
NC. 1-97

January 8, 1997

**I. AUTHORITY:** Approval of the Deputy Director, Acquisition.

**II. REFERENCES:**

- A. HQ DLA General Order No. 02-96, dated January 29, 1996.
- B. HQ DLA General Order No. 28-95, dated October 23, 1995.
- C. HQ DLA General Order No. 22-95, dated September 26, 1995.
- D. HQ DLA General Order No. 46-94, dated September 8, 1994.

**III.** Pursuant to cited authority and effective December 22, 1996, the Overhead Center of Excellence Team (AQOK) is disestablished. The mission, objectives and related resources will be transferred to the newly established DCMC Overhead Center within the Defense Contract Management District International (DCMDI).

A. The mission, objectives, and related resources of the Contractor Insurance Pension Review (CIPR) teams transfer in place from the Operations Support Group in DCMD West and the Technical Assessment Group, DCMC New York in DCMC East to the DCMC Overhead Center.

B. The DCMC Defense Corporate Executives (DCEs) will report directly to the Chief, DCMC Overhead Center, for policy guidance, operational direction, and performance appraisals. Administrative support and organizational assignment will continue as is.

**IV.** The DCMC Overhead Center is established to focus command resources on the needs of internal DCMC customers to include reducing the overhead backlog, resolving cost accounting standards (CASs) issues, and placing needed emphasis on Forward Pricing Rate Agreements (FPRAs) and the FPRA process.

**V.** The DCMC Overhead Center will receive functional and operational direction, to include policy guidance and performance appraisals, from the Chief, Contract Payment and Business Practices Team (AQOC) and will administratively report to the Commander, DCMDI. Limited facility, supply and service support for Overhead Center employees located remotely from Ft. Belvoir, Virginia will be



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**CAI**

**provided under existing agreements with co-located DCMC activities. All other administrative support and services, to include civilian personnel servicing, for the Overhead Center employees will be provided by the DLA Administrative Support Center.**

**FOR THE DIRECTOR:**

*Christine L. Gallo.*  
**CHRISTINE L. GALLO**  
**Executive Director**  
**Strategic Programming &**  
**Contingency Operations**

**DISTRIBUTION**